**Supplemental Instruction Training**

**Friday, August 24th (MB 0.106)**

### Welcome (9:00-9:05)

1. **The TRC & SI Mission** (9:05-9:10)
2. **SI Program Office Policies, SI Etiquette & Job Safety** (9:10-9:30)
3. **Blackboard Basics** (9:30-9:35)
4. **Front Desk & Reception Support** ( 9:35-9:50)

Transition to team breakouts

Team Breakouts (10:00-12:30)

1. **SI Leader Logistics** (10:00-10:30)
   * + First Week SI Duties
     + Room Assignment Process
     + JPL Session Room Usage and Expectations
     + Squatting
     + Observations
2. **Teambuilding** (10:30-11:40)
   * + Designate Weekly Leader Meetings
     + SI Leader Duties
     + Paperwork: Contact Info, Performance Guidelines, Disciplinary Process, etc.
     + Communication: Mailboxes, Blackboard

5 minute break (11:40-11:45)

* + - SI Facebook

1. **Timecards: Expectations & Payroll Dates** (11:45-12:10)
2. **Friday Quiz** (12:10-12:20)
3. **Friday Training Surveys & Final Questions** (12:20-12:30)
4. **HR Paperwork** (as needed)